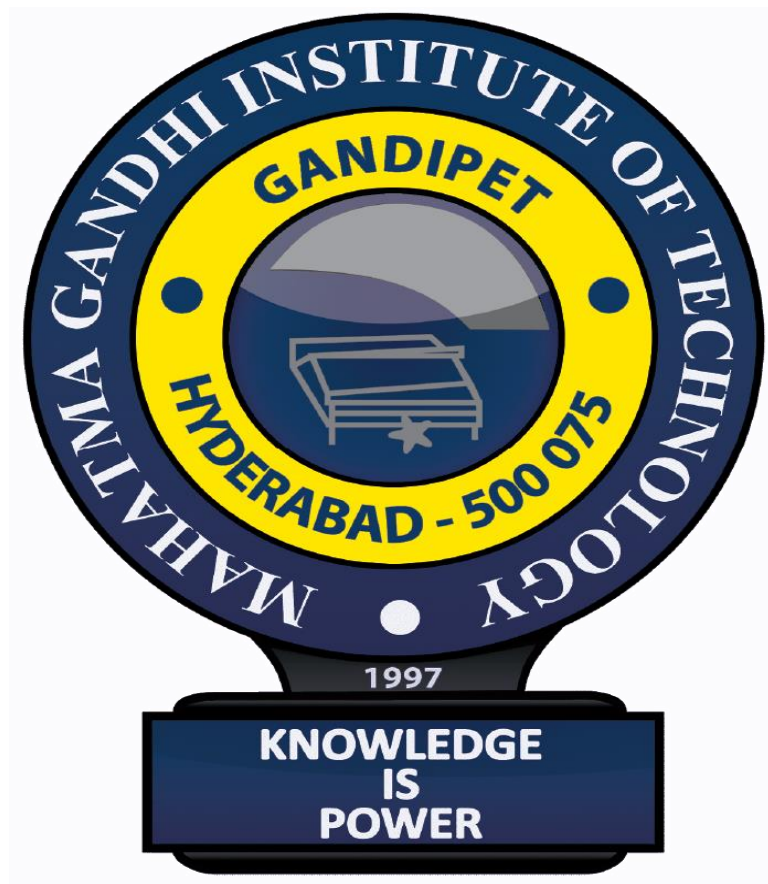


MAHATMA GANDHI INSTITUTE OF TECHNOLOGY



PERFORMANCE APPRAISAL TEACHING STAFF

PROLOGUE

We have introduced a Performance Appraisal System since 2018-19 which has already set its benchmark that emphasizes the attention on the areas an employee should focus on to be their best in serving the Institution. Faculty Members of Mahatma Gandhi Institute of Technology have to perform a variety of tasks pertaining to diverse roles that include Teaching, Innovation and conducting Research, keeping abreast with changes in Technologies, develop expertise for effective implementation of Curricula, provide services to the Industry and Community by contributing solutions to problems in Industry, shouldering of Administrative responsibilities and Co-operation with other Faculty, HODs and the Principal. It is therefore important to keep up with the recent transformations and thus a revised Performance Appraisal System for the Faculty has been placed which will be vital for optimising the contribution of the individual Faculty to the overall performance of the Institute and also comply with the Regulatory Guidelines to UGC, AICTE and other Approval Authorities.

It is necessary to assess and evaluate the performance of the teaching staff in MGIT on a scientific basis in order to raise the standards of the Education based on NIRF Parameters, NBA Assessment procedures to be followed while assessing and evaluating the Performance of the Teaching Staff.

Based on the result of the Performance Assessment and Evaluation done at the end of every Academic year, the Teaching Faculty will be put on Notice on their weak areas giving them an opportunity to improve upon the same and failure to do so by the next Academic Year will entail in issuance of Notice of Caution. The other reminders or terms which are being passed to the Faculty from time to time related to the performance will continue by enhancing standards that match today's requirement of educational industry. It is to be noted that the conditions and parameters laid down in the performance appraisal hand book of 2018-19 will continue except in respect of those parameters that are amended or added to improve the performance of the staff year on year.

In order to help the faculty to pass the appraisal, certain amendments are made from the AY 2024-25 with necessary inputs. All these amendments and additions have been circulated among the teaching staff members. It is to be noted that the faculty who fail to pass the appraisal for 3 continuous years from 2023-24 are liable to be terminated from service and is stressed again so that such of the staff who are lagging behind will improve their performance.

It is also to be noted that the performance appraisal period every year starts on 1st July and ends on 30th June of the subsequent year and the performance appraisal evaluation form will be circulated between July to October of the subsequent year. Further the consolidated appraisal hand book for teaching staff will be released every year in the month of June for the following year. A consolidated performance appraisal hand book for 2024-25 also will be released shortly.

PERFORMANCE APPRAISAL FOR THE YEAR 2025-26

Part A: Faculty Information	
S.No.	Faculty Details
A.1	Employee ID :
A.2	Name of the Faculty :
A.3	Name of the Department :
A.4	Designation :
A.5	Mobile No. :
A.6	Highest Qualification :
A.7	Date of Joining :
A.8	Total Service after M.Tech & Ph.D (as on 1 st July of 2026) :
A.9	Experience at MGIT (as on 1 st July of 2026) :

Part B: Teaching, Learning and Evaluation (120)					Documentary Proof page No.
S.No.	Criteria		Evaluation Rubrics	Max. Points	
B.1	Courses Taught, Success Rate and Attainment of Course Outcomes (40)				
B.1.1	Odd Semester	Title of the course with course code:			
		Success Rate of ODD Semester	$\frac{\text{Pass \%}}{100} \times 10$	10	
		Grade Point Average of the class in the course (consider only pass students)	(GPA/10) *5	5	
		Number of course outcomes attained	1 point for each CO	5	
B.1.2	Even Semester	Title of the course with course code:			
		Success Rate of EVEN Semester	$\frac{\text{Pass \%}}{100} \times 10$	10	
		Grade Point Average of the class in the course (consider only pass students)	(GPA/ 10) *5	5	

		Number of course outcomes attained	1 point for each CO	5			
Note: - Points are allotted for success rate only if the pass percentage is $\geq 85\%$ and zero points for 85% - Proofs are to be submitted for each point duly signed by the concerned Head and approved by the Principal. - Attainment of course outcomes initially will be verified and signed by the Head of the concerned department and after the IQAC department verifies and authorizes the same, it will reach the Principal for the final verification. - The results may be taken as the best of 4. 2 Theory from each semester would be considered.							
B.2	Feedback on Teaching (20)						
B.2.1	Odd Semester	Points are allotted only if the feedback percentage is $\geq 75\%$ and zero points for $<75\%$	$\frac{\%}{100} \times 10$	10			
	Even Semester		$\frac{\%}{100} \times 10$	10			
B.3	Pedagogical Initiatives (40)						
B.3.1	Usage of ICT Tools		2 points per tool	4			
B.3.2	Alternate Assessment Tools/In-class Assessments		2 points per tool	4			
B.3.3	Design of Complex Engineering Problems/Activities / Case Studies (for B.Tech/M.Tech)		2 point per problem	6			
B.3.4	Course End Projects (for B.Tech/M.Tech) Survey Reports/Study Reports)		2 points per project/report	6			
B.3.5	Innovative Teaching Methods/ Active Learning Strategies		2 points per method	6			
B.3.6	Content Development (Video Lectures, Laboratory Manual, Handouts, Course Instructional Material etc.) Every individual has to claim and not on sharing basis		5 points per each item	10			
B.3.7	Awareness on OBE (Description in 500 Words)		Should be assessed during Face-to-Face Interaction	4			
	Note: If the faculty claims that they have developed a common program or a platform for the above mentioned points, marks are to be divided among them. The list should be signed by all the members in that particular group.						

B.4	Student Mentoring (20)					
B.4.1	Number of students mentored (N)					
B.4.2	Frequency of mentor-mentee meetings					
B.4.3	Number of students cleared all the courses in first attempt, N1	Odd Semester	$(N1/N) * 4$	4		
B.4.4	Number of students cleared all the courses in first attempt, N2	Even Semester	$(N2/N) * 4$	4		
B.4.5	Number of students participated in inter-institutional Events		0.5 point per student	2		
B.4.6	Number of students received awards or prizes in competitions		1 point per student	2		
B.4.7	Number of students undergone NPTEL self-learning course (MOOCs) and acquired certificate of merit with credits		0.5 point per student	3		
B.4.8	Number of students undertaken certification courses by reputed industries/organizations		0.5 point per student	2		
B.4.9	Mentee's attendance	Number of students having attendance, N3 $\geq 75\%$	$(N3/N) * 3$	3		
Total (B)				120		
Note: Mentoring refers to the students under that particular faculty only.						

Part C: Research Contribution (110)						
S.No.	Criteria		Evaluation Rubrics	Max. Points	Points obtained	Documentary proof Page No.
C.1	Research Papers and Publications (50)					
C.1.1	Papers Presented in Conferences (Indexed in Scopus/Web of Science)		5 points per paper	10		
C.1.2	Papers Published in Journals (Indexed in Scopus / Web of Science / SCIE / ESCI)	Q1	25 points per paper	25		
		Q2	15 points per paper			
		Q3/Q4	10 points per paper			
C.1.3	Number of Citations in previous calendar year (Jan 1 to Dec 31) (Source : Scopus)		1 point per citation	5		

C.1.4	Publication of Book Chapters (Indexed in Scopus/Web of Science/SCIE/ESCI etc.,)	First Author – 5 points Second Author – 3 points	5		
C.1.5	Publication of (Authored/Edited Textbooks) (Must submit the validation report from isbnsearch.org)	First Author – 5 points Second Author – 3 points	5		
C.2	Funded Research Projects (20)				
C.2.1	Research Projects – Approved/Ongoing (Points can be claimed during the period of Project)	>10 Lakhs: PI - 15 points, Co-I - 10 points 5 to 10 Lakhs: PI – 10 points, Co-I - 5 points < 5 Lakhs: PI - 5 points, Co-I - 5 points Applied: PI – 5 points, Co-I – 3 points	15		
C.2.2	Outcome of Research project (Tangible Output: Paper Publication or Product Developed)	PI/Co-I – 5 points	5		
C.3	Products and Patents (20)				
C.3.1	Product / Working Model / Software Application Developed	5 points per product/model/application	5		
C.3.2	Number of Patents Granted / Published	1 Granted - 10 points 1 Published - 5 points	10		
C.3.3	Money generated from Patent or Copyright during the CAY	5 points (No minimum limit on generation of money)	5		
C.4	Consultancy (5)				
C.4.1	Consultancy work undertaken and Corporate Training	> 10K	1 point	5	
		10K to 25K	2 points		
		25K to 75K	3 points		
		75K to 1 Lakh	4 points		
		>1 lakh	5 points		
C.5	Supervisorship (5)				
C.5.1	Number of PhD Scholars Supervising / Guided	1 point per scholar for supervising / 5 for guided and awarded (CAY)	5		

C.6	Student Projects (10)				
C.6.1	Number of student projects guided (Valid if Project converted to paper publication) Note: It is not applicable for P & C and M & H Faculty	B.Tech/M.Tech : 2 points per Team/Project. In case only one project is allotted, mini project is also considered.	10		
Total (C)			110		
Note: 1. In Part C, excess contribution for items C.1.2, C.2, C.3.3 & C.4, may be adjusted in another item at a weightage of 50% if it doesn't exceed its maximum score.					

Part D: Extension Activities and Professional Development (70)				Points obtained	Documentary proof Page No.
S.No.	Criteria	Evaluation Rubric	Max Points		
D.1	Professional Development (25)				
D.1.1	Trainings Attended by the Faculty	FDP of NPTEL Course (8 or 12 Weeks) / Internship in Industry (2 Weeks and Above) – 2.5 points per training	5		
		- Sponsored FDP of National/International Agencies (2 Weeks or 1 Week) / NPTEL Course (4 Weeks) – 2 points per training - Workshop (Less than 1 week) – 1 point per training - Certifications – 5 points	5		
D.1.2	Training Conducted by the Faculty as Coordinator /Co-coordinator	- FDP/STTP/Workshops (1 or 2 Weeks) – 5 points each - FDP/STTP/Workshops (less than one week) - 2.5 points each	10		
D.1.3	Value added/Add-on course/ Workshops designed and conducted (Duration of minimum 30 hrs.)	5 points per course	5		
D.2	Professional Interactions (30)				
D.2.1	Membership of Professional Society (IEEE, ACM, IETE, ISTE, ASME, ASCE, CSI, etc.)	2 Lifetime – 1 per membership 1 Annual – 5 per membership	5		

D.2.2	Interaction with Outside World	- Member of Accreditation Bodies/Governing Body/Academic Council/Fellow in Professional Bodies/Board of Studies/ Professional Societies activity/Examiner for PhD – 10 points - Journal Editor(Q1/Q2 Journals): 5 Points - Project Examiner: M. Tech – 5 points, B. Tech – 2.5 points - Question Paper Setting – 5 points, Lab Examiner – 2 points - Resource Person for Seminar/FDP or Reviewer for Journal - 2 points - International Visits – 10 points - MOUs- 5 points	15		
D.2.3	Awards and Achievements (Best Teacher / Best Paper / Best Researcher / Young Researcher / Gold Medal / Awards for Contributions / Awards from Professional Societies etc.)	10 per award	10		
D.3	Contribution in Administration at Workplace (15)				
D.3.1	Contribution to Institution (Description in 200 Words)	Principal Authentication and Appraisal	5		
D.3.2	Contribution to Department (Description in 500 Words)	HOD Authentication and Appraisal	10		
Total (D)			70		
Note: 1. In Part D, no adjustment for excess contribution.					

Part E: Additional Information (Optional)	

Total (B+C+D)	300
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Note:

- The minimum total score to be secured for Assistant Professors is 160 (Part-B-80, Part-C-50, Part-D-30) and Associate Professors is 190 (Part-B-90, Part-C-60, Part-D-40) and Professors is 220 (Part-B-100, Part-C-70, Part-D-50). A 15% relaxation will be considered in each category for the Faculty who are holding administrative responsibilities.
- Score will be awarded for the metrics as per the evidences submitted only.

Guidelines for increment calculation :

I. Different slabs for scoring marks in each criteria and accordingly the increments are distributed.

- | | |
|--|------------------|
| • Passing all the three criteria (Sections B, C and D) | – 100% increment |
| • Passing only one criterion (Section B) | – 30% increment |
| • Passing only one criterion (Section C) | – 50% increment |
| • Passing only one criterion (Section D) | – 20% increment |
| • Passing any two criteria (Sections B & C) | – 80% increment |
| • Passing any two criteria (Sections B & D) | – 50% increment |
| • Passing any two criteria (Sections C & D) | – 70% increment |

II. Also the publications list is not just limited to the earlier approved list of Publications, but the publications groups which are adding to NIRF, NAAC, NBA and other statutory bodies will be considered accordingly.

Signature of the Faculty Member

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For Office Purpose

ASSESSMENT

1. Remarks of the HoD : The HoD has to award marks for B.3 (Pedagogical Initiatives) and D.3.2 (Contribution to Department)

Signature of HoD

2. HR/AO Verification :

3. Remarks of the Principal :

PRINCIPAL

Note : Enclose the documentary proofs for Part : B to D criterias.